

PI - Destruction of Monthly File of Deceased Persons

Purpose:

This procedure describes the process for ensuring the monthly file of deceased persons in Iowa received by the IME Program Integrity Unit from the Iowa Department of Public Health (IDPH) is destroyed as required in **Paragraph IV Confidentiality of Information** of the data use agreement between the DPH and the Iowa Department of Human Services (DHS).

Identification of Roles:

IME Program Integrity—use the data file on deceased persons to ensure payments paid out to any provider listed as deceased are identified and recouped.

Performance Standards:

Per the Data Use Agreement between DHS and IDPH, data files transferred to DHS from IDPH must be destroyed after two years.

Path of Business Procedure:

"Paragraph IV. Confidentiality of Information: All data files shall be destroyed after two years. DHS shall provide written notification of the destruction of the data file. Destruction will be in a manner that renders the data unusable."

- Step 1. The location of the data files from the DPH is [\\Dhsime\SURS\IDPH\Monthly Death Statistics File - Delete at Year End](#). These files will not be copied to any other location.
- Step 2. At the end of each operating year, 30 June, all data files will be deleted from [\\Dhsime\SURS\IDPH\Monthly Death Statistics File - Delete at Year End](#). A reminder to delete these files is placed on the SURS Operations Calendar for June 30 of each year.
- Step 3. The data files will be deleted by the Data Analyst (DA) or Operations Manager (OM).
- Step 4. The DA or OM will complete the verification form, and request the Account Manager verify the deletion, and sign the form.
- Step 5. The AM forwards completed form to the IME PI Unit Manager.

Forms/Reports:

Verification of Destruction of IDPH Data Form SURS F-400

RFP References:

6.1.2.3.6

Interfaces:

Iowa Department of Public Health

Attachments:

None